L.32.57[2].

TACHY-GRAPHY.

THE

Moſt exact and compendious methode of ſhort and ſwift writing that hath ever yet been publiſhed by any.

Compoſed by

THOMAS SHELTON
Authour and Profeſſour of the ſaid Art.

Approved by both the Univerſities, and are to be ſold at the Profeſſours houſe in the Poultrey *near the Church.*

Printed by *Roger Daniel*, Printer to the Univerſitie of *Cambridge*. 1647.

79...748

¶ To the VVorſhipfull his very worthy friend RICHARD KNIGHTLEY, *Eſquire.*

WORTHY SIR,

MY purpoſe was, that (without any addition or alteration) this ſmall Treatiſe ſhould have paſſed, as I had formerly compoſed it: but finding ſomewhat that I judged uſefull to the eaſier attaining of the Art, which before was omitted; at the requeſt of divers of good judgement, I was perſwaded, rather to adventure the breach of that promiſe, then to conceal that which might be uſefull to many.

The manifold engagements I ſtand in to your Worſhip, require a better retribution; but your favourable aſpect to one as little deſerving, hath emboldened me to crave of your Worſhip to counte-

nance this; and the rather becauſe your experience in the Art, hath already encouraged many to the ſtudie of it.

I dare not ſo much injure your Worſhips virtuous inclination, as to fear the acceptance of this poore expreſſion of my thankfulneſſe; ſeeing it is not unknown to your Worſhip, nor to many thouſands beſide, that it hath been inſtrumentall for the good of the Church, and the perpetuating the memories (*as the ſmell of Lebanon*) of many worthy men, who, though now they reſt from their labours, and their works have followed them, yet by this means the fruit of their labours is continued with us. I deſire your Worſhip to pardon my boldneſſe; and to pray for the increaſe of all bleſſings on your Worſhip, ſhall be the employment of

Your Worſhips to be commanded,

TH. SHELTON.

¶ To the Reader.

I *Am prevented for ſpeaking much of the utility of this Art, by the experience of many hundreds that have already learned it, that by this means are able* (*like that heavenly Scribe, Matth.* 13. 52.) to bring forth of their treaſuries things both new and old: *As alſo by the benefit that many thouſands enjoy by the works of many worthy Divines, which had periſhed with the breath that uttered them, had not God as out of* Zebulun, *Judg.* 5. 14. *inſtructed ſome to* handle the pen of the writer; *who may ſay of them as* Baruch *of* Jeremiahs *roll, Jer.* 36. 18. He pronounced all theſe words to me, and I wrote them with ink in the book: *Beſides the priviledge that divers enjoy in forrein parts, by uſing Bibles and other books in this writing, without danger of bloudy Inquiſitours.*

These and the like considerations move me to say the lesse: onely let the intelligent Reader judge how usefull such a skill may be, by the learning whereof so much time and labour is saved; whereby as much may be written in one page, as otherwise in six, and as much in the margine as the page: a skill, whereby those that have weak memories may both easily preserve their own conceits, that else would soon vanish, and be furnished with notions from others. For the plainnesse of the rules, the easinesse in learning, the speed in writing, facility in reading, let the discreet Reader, peruse, practise, and judge.

Thomas Shelton.

¶ To the Authour his Friend, upon his Art of *SHORT-WRITING.*

FOrtunate Art, *by which the hand ſo ſpeeds,*
That words are now of ſlower birth thē deeds!
Diſſembling age, that faith ſo often breaks,
Learn hence to do more then the proudeſt ſpeaks.
Speak not the Authours praiſe: his Art *commands*
Our tongues ſhould be more cripled then our hands:
Nor can we ſcape (this ſpight his ſpeed affords)
From being overtaken in our words.
what ſhall become of their Divinity,
which ſcatter'd through two houres Tautologie,
Gather'd by theſe quick Characters muſt hence
T' indure the doom of ſuch as can ſpeak ſenſe?
But that thine Art *'s a friend to repetition (tion.*
Their hourely breath, they'd damn the next edi-
Print then that praiſe which volumes cannot hold
But in thine own compendious figures told;
Figures which makes us duller-handed think
Words from the ſpeakers mouth diſſolve to ink.
And fall upon thy papers; or thy quill,
Made of ſome nimble tongue, gave thee this skill.
Still may that ful fledg'd pen with moiſture ſpring
Snatcht from the Eagles, not the gooſes wing,

E. R. *Mag. Art.*

Magd. *Coll.*

To

To Mr. TH. SHELTON.

Such is thy Art, that either thou alone
Compris'd the Iliads *in a nut, or none:*
I've read this oft, yet ſcarcely did give credit
(Except thy ſelf) that ever one man did it:
Yet now it is no wonder, when I ſee
Thou writ'ſt whole volumes in Epitome;
And with ſuch ſpeed, that with thy nimbler pen
Thou doſt anticipate the tongues of men:
So that if Plutarch *liv'd, he ſcarce could tell*
To find thee in thy Art a Parallell.

Thomas Fancourt,

Cantab. Coll. Pet.

To the Authour.

WHy ſhould I praiſe thy Art in writing, when
Thy Art & praiſe ſurmounts the praiſe of men.
For if thy way of writing had been ſhown
To ages paſt, Printing *had ne'r been known,*
Nor the invention ſought or valued; when
The Preſſe *can ſcarcely overrunne thy* Pen:
So that what honour 's due unto the Quill,
Or glory unto thoſe that have the skill
In fair Orthography, *their titles ſtand*
As pages to attend upon thy hand.

Nath. Maſon,

G. C. Coll.

To the Authour on his exquiſite Art of *SHORT-WRITING.*

VVHat! write as faſt as ſpeak? what man can
do it?
What! hand as ſwift as tongue? perſwade me
to it:
Unlikely tale! Tuſh, tuſh, it cannot be,
May ſome man ſay, that hath not heard of thee.
This thou canſt do, this (Shelton) *thou haſt done,*
Thy nimbler pen hath many tongues outrun.
Therefore if any one of me demond
What hand's the beſt, I ſay, thy running hand.
Herein the proverb holds not, for thy haſte
Is advantageous, it doth make no waſte.
Nor doſt thou envy others this thy Art,
But willingly doſt it to all impart:
And 'tis not fit that ſuch a gemme ſhould reſt
Within the cab'net of a private breaſt.
On praiſe of thy Short-writing *I could long*
Inſiſt; but I therein ſhould do thee wrong.
This onely I will adde, whilſt ſome deſire
To praiſe thy skill, I rather will admire.

Steph. Jones,

Coll. Div. Joan.

The letters of the Alphabet.

	a	ʌ	
	b	ı	
	c	⌐	
	d	)	
	e	ϑ	
	f	⌉	
	g	ч	
	h	<	h
	i	⌊	
	k	∩	
	l	∪	
	m	\	
	n	‾	
	o	⊂	
	p	σ	
	qu	q	
	r	r	
	ſ	ρ	
	t	/	
	v	v	
	w	l	
	x	x	
	y	y	
	z	z	

The ART of SHORT-WRITING.

CHAP. I.

Of the letters of the Alphabet.

THe firſt thing to be learned in this Art, is the Alphabet of letters, which are to be perfectly known according to the form expreſſed in the copy.

In the writing of theſe letters, each of them but *x* and *y* (which are not often uſed) are to be made at once, without removing the pen from the paper. I make one character for *q* and *u*, becauſe they come alwayes together; whenſoever *q* is written, *u* immediately following it; as in *queen*, *quiet*, *quarter*, &c.

Theſe letters being ſo perfectly learned, that you can make and know any of thē without looking on the copy, proceed to the next.

CHAP.

CHAP. II.

Of the double consonants.

THe double consonants are the very letters of the Alphabet, joyned together (except the foure last) and therefore the learning of them is no charge to memory, the letters being once learned.

In the making of these double consonants you may observe, that still the second letter is joyned where you end the former: as for example, to write *bl*, your *b* alone is thus [ı], *l* alone thus [∪], when they are to be joyned, draw *l* from the foot of *b* thus [∟]. To write *br*, write *b* as before, and then draw *r* out of the foot of *b* thus [⊩]. To write *cl*, *c* alone is thus [⊂], *l* thus [∪]; when you joyn them, draw *l* out of the foot of *c* thus [⊍]: *cr.* thus [⊏] and so of the rest, as you may see in the copy of the double consonants.

Double

Double consonants

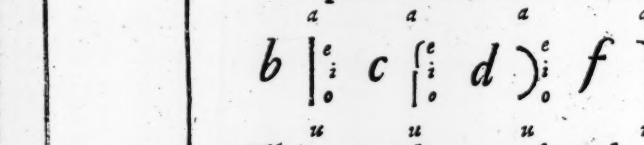
To begin		To end	
bl		ld	
br		lk	
cl		lm	
cr		ln	
dr		lp	
dw		ls	
fl		lst	
fr		lt	
gl		mp	
gr		nd	
kn		ng	
pl		nk	
pr		ns	
sc		nst	
sk		nt	
sl		rd	
sm		rk	
sn		rl	
sp		rm	
st		rn	
str		rp	
tr		rs	
tw		rst	
		rt	
		ch	
		sh	
		th	
		wh	

words.

CHAP. III.
Of Vowels.

THe ſingle vowels are *a*, *e*, *i*, *o*, *u*, which in this art are never expreſſed by their proper characters, (unleſſe when a vowel beginneth a word, or elſe when two vowels come together, of which ſee Chapter 4.) but are underſtood by certain places, aſſigned them about the other letters: as for example:

The places of the Vowels.



The vowels are placed about any letter, as you ſee them ſtand about theſe.

The place of *a* is juſt over the head of the letter; thus, *b*.

The place of *e* at the upper corner on the right hand; thus, *b*.

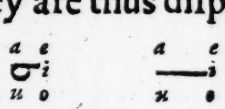
The place of *i* againſt the middle

dle of the letter on the right hand; thus, l^{i}.

The place of *o* at the foot of the letter on the right hand, thus, l_{o}.

The place of *u* juſt underneath the letter; thus, $\frac{l}{u}$.

About the characters that are flat, or lie even with the line, as *p* and *n*, they are thus diſpoſed:



The place of *a* is juſt over the middle of the letter, the place of *u* juſt againſt it under the letter; the other three *e*, *i*, and *o*, on the right ſide one under another.

About ſlope characters, as *m* and *t*, they are placed thus.

The places about any of the reſt are eaſily obſerved.

CHAP. IIII.

Of the uſe of the Vowels, and their places.

WHen a word begins with a vowel, the character of the vowel muſt be expreſſed: as for example, to write *art*, the character of *a* muſt be writen thus [∧]: the next letter *r*, being a conſonant muſt be joyned to *a* thus [∧], & then *t* joyned to *r* thus [∧]. To write *on*, write *o* thus [c], and at the foot of it joyn *n* thus [⌒]. To write *eke*, write *e* thus [ə], and joyn *k* thus, [ə] as in theſe,

in	⌒	*us*	∨	
are	∧	*ebb*	ə	
ark	∩	*odd*	ɔ	&c.

If two wowels come together in the beginning of a word, and muſt both of neceſſity be ſounded, write down the character of the former vowel, and ſet the following conſonant in the place of the latter vowel: as for example. To write

write *aid*, write the character of *a* thus [ʌ]: the next vowel being *i*, ſet *d* in the room of it thus [ʌ,]. To write *eat*, write *e* thus [ɵ]: the next vowel being *a*, ſet *t* in the place of it thus [ʹ]: as in theſe,

aime	ʌm	*oare*	ʏc
aire	ʌr	*out*	ʏ
eare	ɵr	*eaſe*	ſp &c.

When a word beginneth with a conſonant, the vowel or vowels following are not expreſſed by their characters, but implyed by the places aſſigned them about the conſonant, and the next letter or letters following are ſet in the place of the foregoing vowel. As for inſtance, to write *ball*, write *b* thus [ı]; in the place of *a* write *l* disjoyned thus [ı˘]. To write *bel*, write *b* as before, and *l* disjoyned in the place of *e* thus [ı˘]. To write *bil* write *b* as before, and ſet *l* disjoyned in the room of *i* thus [ıᵕ], *bol* thus [ıᵕ], *bul* thus [ı̲] as in theſe,

	bad	*nat*	
	bed	*net*	
	bid	*nit*	
	bod	*not*	
	bud	*nut*	

& the like

If two conſonants or more come together, and no vowel between them, they muſt be joyned together without taking off the pen: as for example, to write *blame*, *bl* muſt be joyned thus [ ] then in the place *of a* write *m* thus [ ] To write *break*, write *br* thus [ ], and in the place of *e* write *k* thus [ ]. As in theſe,

	breadth	*ſpeech*	
	length	*whence*	
	ſhort	*France*	

&c.

Note that alway when there cometh any vowel, the pen is to be taken off, and the letter after disjoyned, but till you come at a vowel, all the conſonants that come together, muſt be joyned together.

When

When a word endeth with a vowel, that vowel is underſtood by a tittle made in the place of it: as to write *me*, write *m* thus [` ] and a tittle in the place of *e* thus, [ `]. To write *die*, write *d* thus, [ɔ], and a tittle in the place of *i* thus [ɔ·]: as in theſe,

ſay ⸢
we ⸣
cry ⸢·
go ⸥.
due ⸢ and the like.

If a word end with *y*, the character of *y* is not expreſſed, but a tittle ſet in the place of *i*: as in theſe,

my `
why o·
by ⸢·

and the like.

CHAP. V.

Of diphthongs.

FOr diphthongs, ſome aſſigne more places about characters then for ſingle vowels; which hath proved inconvenient in the writing, and bred much confuſion in the reading of what hath been ſo written, as they from their own experience have teſtified; it being indeed impoſſible exactly to obſerve twelve or fourteen ſeverall places about a ſmall character: for the avoiding of which inconvenience, I obſerve onely the places for the ſingle vowels, and no more.

If it be demanded, how words ſhall be expreſſed wherein more vowels then one come together?

I anſwer, If two vowels come together in the beginning of a word, obſerve that rule, Chap. 4. If in the middle of a word, that is,

is, after ſome other letters, obſerve theſe rules.

Firſt, though two vowels come together, yet oft times one of them doth principally ſound the word, and then the other may be ſpared: as in theſe words,

In	*deare,*	leave out	*a*	and write *dere.*
	heart,		*e*	*hart.*
	neither,		*i*	*nether.*
	people,		*o*	*peple.*
	guide,		*u*	*gide.*

Secondly, if two vowels come together, and muſt of neceſſity be both ſounded, (as eſpecially when the firſt vowel belongs to one ſyllable, and the latter to another) then write the character of the latter vowel in the place of the former: as to write *lion*, write *l* thus [○], in the place of the firſt vowel which is *i*, write the character of *o* thus [○c], and then joyn *n* at the foot of *o* thus [○c—]. To write *poet*, write *p* thus [○—]:

in the place of *o* write *e* thus [ ], and joyn *t* thus [ ]: as in theſe,

quiet
ſion
caos

and the like.

Or elſe make a tittle in the place of the former vowel, and write the conſonant or conſonants following in the latter vowels place; as to write *riot*, write *r* thus [ ], make a tittle in the firſt vowels place, which is *i*, thus [ ], and then in the place of the latter vowel *o*, write *t* thus [ ], To write *Joel*, write *j* conſonant thus [ ], a tittle in the place of *o* thus [ ], and *l* in the place of *e* thus, [ ]: as in theſe,

diall
giant
duell

and the like.

CHAP.

CHAP. VI.

Of J and V conſonants.

THe letters *j* and *v* are ſometimes vowels, ſometimes conſonants; the knowledge of which will not be unuſefull in this Art of writing; therefore thoſe that know it not may take theſe directions.

J is a conſonant alway in the beginning of a word, when another vowel followeth next after it, and it is ſounded like *g* ſoft: as in theſe,

jarre
judge
jewel
Job

and the like.

Alſo in the middle of a word, if a vowel follow it in the ſame ſyllable: as in theſe.

pre-

prejudice,
reject,
rejoyce,

and the like.

V is a consonant when it cometh before another vowel in the same syllable, and is sounded like *f*, but somewhat softer: as in these,

virtue.
viall,
vesture,
deliver,

and the like.

When they be consonants, and are thus sounded, they must be expressed by their proper characters, as the rest of the consonants, whether it be in the beginning, middle, or ending of words.

CHAP.

Prepositions for longe words.

Ab		Con		Pre			
ob		cor		pro			
ac		col		re			
ad		de		sub			
af		di		suff			
all		dis		sup			
am		fall		ser			
an		full		sur			
ap		for		sal			
op		im		sol			
as		liber		temp			
at		mes		trans			
circum		miss		vn			
com		per		op			
		par		vt			

Terminations for longe words.

Able		ing		serue			
ible		ler		sion			
ation		lent		tion			
ceiue		litie		soeuer			
dure		mer		ternall			
fect		man		ther			
ference		ment		tent			
fication		nes		ture			
fulnes		ous		ver			
iect		cent					
itude		sent					

CHAP. VII.

Of the marks for the beginning and ending of long words.

ALthough by the former rules any word may be written in this Art, and there is no neceſſitie of learning more (the reſt that follow onely ſerving to ſhorten the former) yet to thoſe that deſire to be exact in this Art, the benefit of the rules that follow will countervail the pains of learning them; therefore (in the next place) for the abbreviating of longer words, I have added characters for the beginnings and endings of ſuch as are moſt uſuall.

Theſe marks having little dependance upon the letters, are therefore to be learned perfectly, being of much uſe in writing.

In the uſing of them the ſame rules are to be obſerved as before in words of one ſyllable.

If

If a word begin with one of theſe marks, the character for it muſt be ſet down; if a conſonant come next, it muſt be joyned to the mark, without taking off the pen, and then write the letter or letters following in the room of the vowel. As for example, to write *condemne*, firſt write your mark for *con*, which is thus [ ] the next letter *d* being a conſonant, muſt be joyned to *con* thus, [ ]; and then in the vowels place, which is *e* write *m* disjoyned thus [ ]. To write *prefer*, your mark for *pre* is thus [ ], joyn *f* thus [ ], and in the place of *e* write *r* disjoyned thus [ ]. To write *ſubmit*, your mark for *ſub* write thus [ ], joyn *m* to it thus [ ], and in the place of *i* write *t* disjoyned thus [ ]: as in theſe,

fortune		*remit*	
rebell		*proceed*	
contain		*tranſlate*	&c.

If

If two of the marks make up a whole word, and no vowel come between them, they are both to be joyned together; as to write *reference*, write your mark for *re*, which is thus [ ], and then joyn *ference* thus [ ]. To write *project*, ſet down *pro* thus [ ], and joyn the mark for *ject* thus [ ]: as in theſe,

former,
perceive,
circumference,

and the like.

If you have a mark for the ending of a word, and not to begin it, you muſt begin it with the letters of the Alphabet: as for example, to write *nature*, write *n* thus [ ], and then *ture* being a mark to end it, muſt be ſet in the place of *a* thus [ ]. To write *brother*, joyn *br* thus [ ], and ſet the mark for *ther* in the place of *o* thus [ ]: as in theſe.

nation

nation	*pliable*
never	*difference*

&c.

If you have a mark to begin a word, and no mark to end it, it muſt be ended with the letters of the Alphabet: as to write *permit*, write the mark for *per* thus [ ], joyn *m* to it thus [ ], and write *t* disjoyned in the place of *i* thus [ ]. To write *ſuffer*, write your mak for *ſuff* thus [ ], then ſet *r* in the place of *e* disjoyned thus [ ].

If a vowel come next after a mark or conſonant to begin a word, the letter or mark following the vowel muſt be ſet disjoyned in the room of the vowel: as in theſe,

courage	
ſupport	
potent	
lament	

and the like.

CHAP.

CHAP. VIII.

Directions for making the foreſaid marks, and placing the vowels in long words.

IN making your characters begin them ſo that you take not off the pen, unleſſe it be in thoſe that cannot otherwiſe be made.

Secondly, the moſt of them are ſo framed, that you may end them toward the right hand, that ſo with more convenience the next letter may be joynd, if it be to be joyn'd.

Thirdly, the next conſonant or mark is to be joyned where you laſt took off the pen frō the former

The vowels in long words are to be placed about the laſt letter, if it be a word that goeth forward in the line: as to write *contemne*, write *con* thus [ ], joyn *t* thus [ ], and then ſet *m* disjoyned in the place of *e* againſt *t* thus [ ] not againſt *con* thus [ ]. To write *diſdain*, write *diſ* thus [ ]

joyn

joyn *d* thus [⌒], and then ſet *n* in the vowels place againſt *d* thus, [⌒], not againſt *diſ* thus [⌒].

Thoſe marks for ending of words that begin with a vowel, are commonly to be joyned to the former mark or letter: as in theſe,

durable ⌒
nation ⌒
bring ⌒ and ſuch like: unleſſe there come another vowel before them, and then the mark is to be ſet disjoyned in the place of the former vowel: as in theſe.

doing ⌒
pliable ⌒
pious ⌒ and ſuch like.

The character for *s* after ſome letters in the ends of words cannot conveniently be joyned, therefore inſtead of it write a tittle behind the whole word: as in theſe,

ſayings ⌒
ſervants ⌒
conſerves ⌒
pirates ⌒

CHAP. IX.

Of characters that reſemble others.

THe ſame character ſometimes ſtandeth for two things; as for example, there is the ſame for

ture, *ternall*, *meſſ* } and { *Chriſt* +, *which* ϴ, *what* ϖ &c.

which is no hinderance (but an help) in the learning of this Art, conſidering how eaſily they may be differenced. When any of theſe marks ſtand alone by themſelves, they are for whole words; when they are joyned with other marks or letters, they are but a part: as for example, this mark [ϴ] when it is written alone, ſtandeth for *which*; when it is joyned with other letters it is *ternall*, a part of a word; and ſo of the reſt: and by remembring the one, the other is eaſily called to mind.

CHAP.

CHAP. X.

Whether marks for beginnings may be uſed to end words, and the contrary.

THe marks for beginnings of words may be uſed for endings, and the endings for beginnings (when they be ſhorter then the letters of the Alphabet) without any inconvenience: as in theſe,

mercy	ⲉ.	*ſentence*	ⲟ⊣
former	ⲉ	*conſent*	ⲟ⊖
aſſume	ⲋ	*durable*	ⲟ⊣
Meſsias	ⲟⲋ	*indure*	ⲟ⊣

where you may obſerve, the mark for the beginning of the former word, is the ending of the next.

CHAP. XI.

Examples of words written with the marks: with marks for the names of the books of the Bible.

THe greateſt difficultie that ſome (who have onely the help of the book) have found in attaining this Art, is about the uſing the foreſaid marks in the writing of words: to help ſuch, I have in this Edition added this table of words, compoſed of thoſe marks, wherein for the moſt part there are two words with each mark; the former having a conſonant following the Prepoſition, the latter a vowel.

Theſe words are not to be learned without book (many of them being afterwards ſhorter expreſſed in the table) but are onely examples to direct the learner

ner how to write other words by them.

I have alſo added in this book, marks for the names of the books of the Old and New Teſtament: the moſt of them are drawn from the letters; and therefore the learning of them is little charge to the memory.

Markes for the Names of the bookes of the old and New Testament.

Genesis		Ieremie		John	
Exodus		Lamenta:		Acts	
Leuiticus		Ezechiel		Romans	
Numbers		Daniell		Corinthy:	
Deutron:		Hosea		Gallat:	
Ioshua		Ioel		Ephes:	
Iudges		Amos		Philipi:	
Ruthe		Obadiah		Colossians	
Samuell		Ionah		Thessallo:	
Kings		Micah		Tymothy	
Cronicles		Nahum		Titus	
Ezra		Habac:		Philemon	
Nehemia		Zephanie		Hebrews	
Ester		Haggie		James	
Iobe		Zecharie		Peter	
Psalmes		Malachy		Iude	
Prouerbs				Reuelatiō:	
Eclesiast:		Mathew			
Canticles		Marke			
Isay		Luke			

Examples of words written with each of the former markes

Abstaine		Atlas		Imoderate	
Abolish		Atturney		Libertine	
Obligation		Circumuent		Liberall	
Obedient		Composition		Messenger	
Acclamation		Comendation		Mistake	
Accuse		Condemne		Misserie	
Admitt		Connex		Pardon	
Addition		Cormorant		Paradice	
Affirme		Courage		Pretend	
Affright		Colchester		Preexistent	
Almightie		Colledge		Prophesie	
Allow		Demerit		Proud	
Amber		Deifie		Rebell	
Amiable		Diuert		Realitie	
Anger		Dialogue		Sublime	
Annotation		Distance		Subborne	
Approach		Dissemble		Suffrage	
Appoint		Fulgentius		Sufficient	
Oppress		Fuller		Supplie	
Opposition		Forbeare		Support	
Aspiration		Forraine		Surmise	
Assume		Imputation		Surrender	

Examples of words written with each of the former markes

Permission
Peregrine
Sermon
Seraphin
Salmon
Salute
Temptatiō
Temporall
Translate
Transact
Vpright
Vppon
Vntill
Vniforme
Vttmost
Vtterance

Dureable
Pliable
Horrible
Vocation
Scituation

Conceiue
Felicitie
Aduersitie
Indure
Defect
Circumference
Mortification
Willfulnes
Joyfulnes
Subiect
Institute
Calling
Doing
Templer
Quarreller
Relent
Exelent
Informer
Grammer
Installment
Parliament
Aytnes

Proneness
Meruelous
Pious
Consent
Innocent
Reserue
Mantion
Comision
Whensoeuer
Whosoeuer
Father
Murther
Content
Impotent
Departure
Future
Moreouer
Euer

CHAP. XII.

Of writing three or foure words in one.

SOmetimes three or four words or more, may be joyned together as one word, (as in the 15. Chapter following is declared,) especially if the word begin with a vowel: as in these,

as it is in use
this is of all other
which is as if it

Or else when the former word endeth with a vowel: As in these,

do so too
do no more so
so he may die

and the like.

To make many marks for whole sentences is needlesse; because

cauſe by the rules of this Art, any thing may be written word for word, as faſt as it ſhall be treatably ſpoken.

And it is indeed impoſſible to uſe them exactly, becauſe ſometimes the ſpeaker varying a word or two in the ſentence, the mark is either of no uſe, or elſe the ſentence muſt be rendred in other words then it was ſpoken, which is a wrong to the ſpeaker. Therefore I have onely abbreviated a few, which commonly are ſpoken in the very words as I have ſet them down: as for example, in theſe following ſentences,

The

The Church of God	
The people of God	
The kingdome of God	
The kingdome of Christ	
The kingdome of heaven	
The kingdome of Satan	
The joyes of heaven	
The torments of hell	
That is to say	
As if he should say	
As if it were	
The power of God	
The truth of God	
The mercy of God	
The wisdome of God	
The glory of God	
The honour of God	
The justice of God	
The word of God	
The works of God	
The love of God	
The fear of God	

Many other like might be added, but these I think sufficient to direct the discreet learner, who may adde more if he see them usefull.

CHAP. XIII.

Of the uſe of points in this Art.

ALthough to thoſe that have attained any perfection in this Art, there is no great uſe of pointing; yet for the help of new beginners, I have added this direction.

At the end of a perfect ſentence, the ordinary period may be uſed, which is this(.)but becauſe it hath ſome reſemblance with another word, leave the ſpace of a word before and after it, thus . or elſe ſet it a little lower then the line, thus .

. The Interrogative point may be uſed in the common form, thus ? Parentheſis likewiſe as it is uſually expreſſed with two ſemicircles, thus ( ) For other points of leſſe uſe, as Comma, Colon, &c they may wholly be ſpared.

Thoſe that deſire to write the New Teſtament, or Bible, for the diſtinction of the verſes, at each verſe end they may ſet this mark ∴

CHAP. XIIII.

Of the Table.

THough any word in any language may be written by the former rules, yet to omit nothing that may tend to the ſpeedy attaining of this Art) I have added a ſhort Table of words, ſo frequent in uſe, that almoſt in any ordinary ſentence the greater part of the words are written by this table, without removing the pen from the paper in any one word.

The moſt part of theſe words are little charge to memory, being made out of the letters of the Alphabet.

Thoſe that think the abbreviating long words by marks, to be an help to this Art, are of another mind. I think it needleſſe, for

Firſt, any long word may be expreſſed by the former rules.

Secondly, marks for words ſo ſeldome in uſe are oft-times for-

got-

gotten, before there be occaſion to make uſe of them, whereas many of theſe are written in every ſentence.

Thirdly, as ſuch words are longer in writing, ſo are they alſo in ſpeaking.

Laſtly, in many long words ſome part may be omitted, and yet no hinderance to the reading of it, as in the following Chapter.

In this book at the requeſt of ſome (who have found it uſefull) I have drawn the table into ſenſe as near as I could, keeping to the Alphabeticall way, that it may take the better impreſſion in the memory of the learner. The words that follow orderly in the table, are thoſe that have the marks ſet againſt them; the other words that ſtand forward in a ſmaller character, are added onely to make ſenſe of the other, and have marks alſo in their place.

CHAP.

THE TABLE.

Acknowledg
Aduantage
Aflictions by
Away
Anger with
And
Adulterie
Admonish
Arguments by
Against
Account the
After
Abundance for
Actions of
As when
Appeare we shall
Amonge
Apostles
Angells and

B

Behold
By
Baptisme
Blest men are
Because

Begin they
Beleiue to
Be
Behind not
Bruit-beasts
But
Bountie let
Benefitts and
Betweene be
Brethren

C

Cause
Children
Come to
Christs to
Church
Congregation and
Care with
Conscience and
Christians
Consider
Couenant their
Concerning and
Conuersation their
Charitie they vse

Call and
Crosse the
Chastisment and
Comfortable
Confesse and
Certaine
Customes
Cittie of y
Corrupt to be

D

Doe
Dilligence thy
Delight with
Destroy to
Doctrine
Diuells of
Deliuered
Downe
Darknes
Dwell where they

E

Edefie
Elect the
Epistle by

R R R R R

THE TABLE

Example and
Enemies for
Enter
Effect and
Euill
Euen
Egipt to
End and the
Earth of the

F

Follow
Faith
From
Foundation the
Forgiue
Forbeare and
Fulfilled
Feare with
Feast and
Flesh not
Fast but

G

Giue
God

Great
Glorie
Grace for
Gospell and the
Good to the
Godly and
Generation
Generall in

H

He
Hath that
Holie a
Humble
Heart
His
Hope
Helpe and
Heauen is in
Holighost and the
How doe the
Hands of
Hipocrites
Heretic and
Hurt
Him

House and his
Hold
Heare.

I

If
Instruments men be
Instruct to
Ignorant the
Iniquitie from
It
Increase will
Inward
Joy
Jesus for
Judg. is

K

Keepe in the
Kingdom
Know
King thy

L

Let
Loue men

22

Ch

THE TABLE.

L
Law the
Lord of the
Life and their
Like is
Longe to be
Land in the

M
Meditate
Mind in
Man
Made thou art
Mortall
Magestrates
Ministers and
Must
More haue
Mercie
Multitude on the

N
Nouertheless
Neighbours
Neglect
Necessitie

N
Number of a
Nothing that haue
Notwithstanding
Name
Not them
Now.

O
Oh
Order the
Of
Our
Omnipotent
Obseruable is
Ouer
Outward things
Or
Other.

P
People
Passe
Praie to
Principall in all
Publigue

P
Perticuler
Place
Protection for
Prouision and
Proue and
Patience their
Purpose to

Q
Qualifie
Question the
Quantitie with e
Quarter of a

R
Remember
Readie be
Repent to
Righteous the
Regard that
Religion
Reioyce and liue
Reward
Reprobates but
Reproofe

THE TABLE

S

Stand
Salvation for
Soule of
Spirit and
See
Selfe to thy
Small for
Secret
Sinnes
Self-loue of
Shall
Seeme
So
Strong
Send they
Seuerall for
Sacrifice
Script ure

T

Those
That
Thinke
To not

Turne
Truth to the
Tyme in
Torment
Themselues
Though
Thou
Thought
This
Thus and
Then
There and
Tell yet
These
Them and
They
Tast shall
Thy of
Trouble

V

Vp
Voice with thy
Vouchsafe and
Vs
Vnderstand to

Verse the

W

We
Were
Wise
With
Whom
What in
Where
Why and
When
Wicked the
World
Would
Walk
Words with
Which
Worke
Was
Will
Worship.

Y yet

You
Your want

Z

Zeale.

CHAP. XV.

Generall rules of abbreviation obſervable in the uſe of this Art.

THe principall end of the Art of *Short-writing* being to write much in a little time and room, it is not needfull in every word to expreſſe every letter, but onely ſo many as may ſerve to ſound the word; the reſt may be left out as ſuperfluous:

As for example, in theſe words following;

a	may be left out in	*feare, dear, heaven,*
b		*debt, lambe, tombe,*
c		*ſcience, Scipio, acquit,*
d		*judge, badge, wedge,*
e		*enter, end, elſe,*
g		*ſtrength, length,*
h		*ghoſt, inherit, Chriſt,*
i		*fruit, guide, plain,*
k		*acknowledge, black,*
l		*palme, half, pſalme,*
n		*condemne, ſolemne,*
o		*double, deacon, beacon.*
p		*pſaltery, pſalme, empty,*
ſ		*iſle, paganiſme, baptiſme,*
t		*elect, reject, act,*
u		*plague, league, tongue,*
w		*write, ſorrow, know,*
y		*obey, ſay, nay,*

and the like.

2

Sometimes two letters or more may be left out, and yet the word ſufficiently ſounded: as for example,

ch

ch, *gh*, *ugh*, *ou* may be left out in *ſchiſme*, *might*, *naught*, *through*, *burrough*, *labour*, *neighbour*, and the like.

3

Sometimes a whole ſyllable may be ſpared in a word: as for example,

for *vehement*, *Abraham*, *victuall*, write *vement*, *Abram*, *vittel*, &c.

4

In the end of ſome long words, two or three ſyllables may be omitted without hinderance to the reading of them: for example, for

incomprehenſible, *abominable*, *tranſubſtantiation* write *incompr.*, *abomin.*, *tranſubſt.*

5

Sometimes the letters that are ordinarily uſed in the writing of words,

words, may be changed for others of like ſound, that are written ſhorter: as for example,

F is ſounded like *ph*, and may be written in ſtead of them; as in theſe words,

for *phyſick*, *Phariſee*, *philoſophy* write *fiſick*, *Fariſee*, *filoſofy*, &c.

F is likewiſe ſounded in the end of words like *ugh*, and may be written for them: as,

for *enough*, *cough*, *rough* write *enuf*, *cof*, *ruf*, &c.

K may be written for *ch*, when they have a ſound: as,

for *patriarch*, *melancholy*, *choler* write *patriark*, *melankoly*, *koler*, &c.

X hath the ſound of divers of the double conſonants, and may be uſed in their ſtead: as for example, it is ſounded like

cc, *cts*, *cks* } in { *accept, accident:*
acts, effects:
flocks, ſtocks,

for which write { *axept, axident,*
ax, effex,
flox, ſtox, &c.

And generally when *ſ* cometh after *k*, they together have the ſound of *x*, and *x* is to be written for them.

6

The letter *e* may be left out in many words; ſometimes in the beginning, ſometimes in the middle, ſometimes in the end of words.

In the beginning it may be ſpared, when the ſound of it is drowned in the ſound of the next letter following, as it is alway before *x*: as,

for { *externall,* *extent,* *extract,* } write { *xternall,* *xtent,* *xtract,*

Alſo

Alſo when it comes before *m:* as

for { *emphaſis*, *empty*, *embrio*, } write { *mphaſis*, *mpty*, *mbrio*, &c.

Or before *n*: as,

for { *enſigne*, *enter*, *end*, } write { *nſigne*, *nter*, *nd*, &c.

And in many words before *ſ:* as,

for { *eſcape*, *eſtabliſh*, *eſtate*, } write { *ſcape*, *ſtabliſh*, *ſtate*, &c.

Sometimes in the middle of a word *e* may be left out, when the ſound of it is in the next letter: as,

for { *alteration*, *liberall*, *contemne*, *flatter*, } write { *altration*, *librall*, *contem*, *flatr*, &c.

E in the end of a word may be left out, when it cometh after *l:* as

for { *eagle*, *title*, *double*, } write { *eagl*, *tytl*, *doubl*, &c.

And

And alwayes, when it ſerveth onely to produce the former vowel in the ſame ſyllable, it may be left out: as,

for { *were*, *name*, *thoſe*, *die*, } write { *wer*, *nam*, *thoſ*, *di*, } &c.

7

When a conſonant is doubled in a word, one of them may be ſpared: as for *bb*, *ff*, *ll*, write *b*, *f*, *l*:

as, for { *rabble*, *affirme*, *collect*, } write { *rable*, *afirme*; *colect*, } &c.

8

Sometimes in this Art, three or foure words may be joyned together as one word, of which ſee more Chap. 12.

6

Laſtly, in writing ſome ſentences whole words may be omitted, which yet in the reading muſt be implyed, eſpecially in common known ſentences: as, for *The*

The fear of the Lord is the beginning of wiſdome,
may be written,
The fear of Lord beginning wiſdom
For, *In the fulneſſe of time God ſent his Sonne, &c.*
may be written
In fulneſſe time God ſent Son, &c.

They are not a few that have found benefit by this direction. Thoſe that will make uſe of it, muſt have diſcretion to know what words may be ſpared in writing, and yet muſt be implyed in the reading: for if any principall word be left out, whereby the ſenſe is maimed, in ſtead of a help it will prove an hinderance.

Again, it is onely to be uſed then one is not able otherwiſe to write word for word after the ſpeaker.

FINIS.

The Lords prayer

The Articles of the Creed

The ten Commandments